Renewal instructions for online payments:

**Please note you cannot make any changes or adjustment online**

**Use Internet Browser: Google Chrome**

https://etrakit.ci.richmond.ca.us  *(This is a secured website)*

1. Log in *(1st time users must set-up an account)* or enter Username and Password
2. Enter your business license number (no spaces or dashes) and click “Search”
3. Double click on your license number
4. Select “Fees” tab (verify information)
5. On the bottom right of screen select “Pay all fees”
6. Proceed to check out
7. Proceed to payment by entering credit card information
8. Select “Process Payment” *(VISA or MASTERCARD ONLY)*

*Please retain your confirmation page containing an authorization code for your records.*

Your Business License Certificate will be mailed within one week.

Thank you for your payment.

Enjoy the rest of your day!

Veretta Edwards  
City of Richmond  
Business License Specialist

Veretta_Edwards@ci.richmond.ca.us